

## **Corporate Strategy Advisor**

Position ID: J0726-0154

Job Title: Corporate Strategy Advisor

Job Type: Full Time

Department: Corporate Strategy

Number Of Positions: 2

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The Corporate Strategy Advisor is a key member of the Corporate Strategy team, partnering with senior leadership and management to design, develop, and execute the organization's strategic plan. Operating within a business partner model aligned to assigned directorates, the role provides strategic advice, coordination, and analysis to support organizational priorities.

The Advisor works closely with leaders and cross-functional teams to translate strategic

direction into measurable outcomes, advance efficiency and effectiveness initiatives, and strengthen the service management framework across the organization. Through a combination of strategic planning, performance measurement, and initiative oversight, the role contributes to achieving organizational objectives and delivering sustainable results.

**Responsibilities include:**

**Strategic Planning and Alignment:**

- Facilitate strategic and service planning with senior leadership, managers, and team leaders
- Create and maintain corporate strategic plans and roadmaps
- Assist business units in developing multi year business plans, including defining outcomes and measures of success
- Assist with reporting on the progress of the implementation of the organization's strategic plan
- Support alignment between strategic priorities and operational departmental priorities

**Strategic Initiative and Priority Management:**

- Coordinate Priority Owner Teams to plan, sequence, execute, and report on Council's strategic priorities
- Intake and develop business cases, options analyses, actionable insights and recommendations for new cross departmental strategic initiatives
- Assess initiatives and opportunities from an organization wide perspective
- Recommend actions with the greatest impact to achieve organizational objectives

**Performance Measurement and Reporting:**

- Design, maintain, and report on measures for strategic organizational objectives
- Design and maintain corporate performance measurement, dashboards, and scorecards
- Monitor and report on progress of initiative execution and service performance targets
- Support implementation of strategic initiatives and integration into existing processes and operations

**Analysis, Advisory, and Continuous Improvement:**

- Work with leadership to analyze gaps and identify actions to advance organizational goals
- Lead or support efficiency reviews, business process improvement initiatives, service delivery optimization, and operational effectiveness projects using structured improvement methodologies

- Collaborate with cross functional teams to implement process changes with minimal operational disruption and manage relationships and partnership with diverse stakeholders
- Monitor and evaluate the effectiveness of implemented process changes and recommend adjustments as needed

### **You Bring:**

- Degree in Business, Organizational Effectiveness, Leadership or an equivalent combination of training and experience may be considered
- One or more certifications in the following:
  - o Business Analysis certification
  - o Project Management certification
  - o Strategic Planning certification
  - o Lean training considered an asset
- 8+ years' cumulative experience in strategic planning, organizational effectiveness, business analysis, project/portfolio management, process design and modelling, facilitation and an understanding of change management
- Detailed understanding and knowledge of strategic planning principles, methodologies and tools
- Familiarity with process improvement mapping and modelling techniques
- Must possess the ability to facilitate working groups and training sessions with strong presentation and training skills
- Ability to facilitate complex discussions with varying opinions, applying awareness of cultural and political climate undertones
- Excellent verbal and written communication skills
- Knowledge and experience with leading non-technology business change initiatives
- Must possess strong business acumen, encompassing the ability to see the "Big Picture" within a complex, multi-faceted organization
- Ability to synthesize information from many sources to develop recommendations
- Strong relationship building and interpersonal skills; ability to develop positive relationships with leadership, managers and employees
- Continuous improvement mindset
- Municipal experience an asset

### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This position is to fill two Advisors that will be expected to work 37.5 hours per week.

Please include a cover letter to accompany your resume.

**Next Steps:**

Candidates are invited to apply online on the [City of Airdrie Careers](#) page. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at [careers@airdrie.ca](mailto:careers@airdrie.ca) and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.